

To Whom It May Concern:

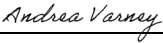





As the Executive Board of CSEA Chapter 725 and in accordance with Article 10: Committees: Section E., now designate the Classified Senate as the official designee to appoint Classified Staff to District Committees as outlined in the attached delineation. In addition, as CSEA Chapter 725 Executive Board recognizes Classified Senate as classified staff herein this agreement; shall have designated release time to conduct such committee business.

The attached delineation shall be in effect, unmodified until either the CSEA or the Senate Presidents wish to discuss the terms of the delineation agreement.

Effective Date:

The agreement becomes final upon the execution of all parties' signatures below.

CSEA Executive Board

 Andrea Varney President	<u>01/21/21</u> Date
 <small>Justin Hunt (Jan 27, 2021 12:56 PST)</small> Justin Hunt Vice President	<u>01/21/21</u> Date
 Angelica Franco Secretary	<u>01/27/21</u> Date
 Mary Brunty Treasurer	<u>1/28/21</u> Date
 Dori Wolfenstein Chief Union Steward	(electronically signed on 1/28/21) Date
 Justin Smith Communications Officer	<u>2/1/2021</u> Date

Classified Senate Executive Board

 Michael Monsour President	<u>1/20/21</u> Date
(Vacant) Vice President	Date
 Marilyn Jimenez Secretary	<u>1/20/21</u> Date
 <small>Vida M. Manzo (Jan 20, 2021 16:57 PST)</small> Vida Manzo Treasurer	<u>1/20/21</u> Date
 Fred Bobola Senator 1	<u>1/21/21</u> Date
 Ashley Murphy Senator 2	<u>1/21/21</u> Date
 Juan Renteria	<u>1/21/21</u> Date

Delineation of Roles and Responsibility Statement  
California School Employees Association Chapter #725

And

Santa Clarita Community College District Classified Senate

Statement of Purpose

The purpose of this document is to clarify the different roles that CSEA Chapter #725 and the Santa Clarita Community College District Classified Senate fulfill in representing Classified Professionals; each has a distinct purpose with its own objectives. Pursuing the objectives of one organization within the framework of the other can be redundant, or even counterproductive, diluting the overall effectiveness and goals of either party.

By clearly delineating each organization's purpose, we ensure that Classified Professionals have opportunities for input into the collegial consultation process, while being assured that their bargaining rights are protected.

This document is an agreement between the CSEA, Chapter #725 and the Santa Clarita Community College District Classified Senate and regarding the roles and responsibilities herein.

**The California School Employees Association, Chapter #725**, hereafter referred to as "The Association", shall be recognized as the "exclusive" representative for the Classified Professionals within its bargaining unit. The Association expresses the viewpoint of the classified bargaining unit to the college administration and Governing Board in matters regarding collective bargaining.

The rights and responsibilities of the Association derive from the Public Employees Relations Act (SB 160, Rodda), and the interpretations of this Act by the Public Employees Relations Board, the Collective Bargaining Agreement, Past Practice, and other applicable laws. The Association's scope of representation shall include all matters dealing with the collective bargaining process, wages, hours of employment, work load, terms and working conditions of employment.

**The Santa Clarita Community College District Classified Senate** is dedicated to ensuring Classified staff are given every reasonable opportunity to participate in college planning and decision-making. The Classified Senate will work toward the betterment of the College by means of incorporating Classified perspectives, as afforded by the collegial consultation process, policy, and law. Furthermore, the Classified Senate will be a conduit for exchanging ideas and disseminating information to and from the Classified membership. Critical to this work, the Classified Senate will regularly interact and engage with all other local and internal representative bodies, the Board of Trustees, and the College administration. In addition, the Classified Senate seeks to promote regional and statewide practices that improve Classified staff standing and involvement, and will collaborate on such matters with fellow Senates, the state-wide Classified Senate (4CS), and representative and government leadership and affiliated organizations. The Senate fosters an environment for critical thinking, debate, effective communication, creativity, diversity, ethical decision-making, and transparency. In addition, the Senate actively strives to generate opportunities for professional and personal development, and works on additional matters that are non-bargaining in nature that impact the Classified staff.

Quick Check:

- Does the matter impact an individuals' or collective bargaining contract? If yes = CSEA
- Does the matter impact the College, but is non-bargaining in nature? If yes = Classified Senate

Delineation of Roles Chart:

	<b>Classified Senate</b>	<b>CSEA Chapter # 725</b>
Membership	All Classified Employees (Including Classified Confidential).	Bargaining unit members, full or part-time regular classified staff.
Dues	None	Monthly dues
Participation	Voluntary, with regular open meetings, with attendees welcome from all classifications and student groups.	Open primarily to bargaining unit classified members.
Voting	All permanent Classified and Classified confidential employees.	Chapter dues paying members, in good standing.
Primary Role	Promotes the interests of all categories of Classified Professionals and the betterment of the College as a whole. Promotes staff collegial consultation on non-bargaining interests and where staff perspectives are warranted outside of collective bargaining.	The exclusive bargaining representative for the Santa Clarita Community College District's classified-represented employees. Protects staff's negotiated rights, develops and oversees contacts, and assures safe working conditions.
<u>Examples</u> of Items that Fall Under Each Organization:	<p>Represents the needs, concerns, and viewpoints of Classified Professionals (confidential and non-confidential) on issues other than individual working conditions:</p> <ul style="list-style-type: none"> <li>● Appoints Classified Professionals to District non-bargaining committees (see table).</li> <li>● Provides a forum for Classified Professionals to express opinions and deliberate on issues impacting staff outside of collective bargaining affairs.</li> <li>● Represents classified perspectives during College accreditation review cycles and site visits.</li> </ul>	<p>Represents the needs, concerns, and viewpoints of Classified Staff on labor-related issues, job duties, staffing, benefits, and associated contracts etc.:</p> <ul style="list-style-type: none"> <li>● Appoints representatives to negotiate with the District on contractual matters including: <ul style="list-style-type: none"> <li>● Wages, salary schedule and placement, promotions, seniority, layoff and re-employment rights, initial classification and reclassification.</li> <li>● Hours of employment.</li> <li>● Health and welfare benefits, including holidays and vacations.</li> <li>● Leaves, transfers, and reassignment policies.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Develops and reviews policy, procedures, and practices, to best align the values of Classified Professionals with the goals and the mission of the college.</li> <li>• Participates in District collegial consultation.</li> </ul> <p>Promotes the interests of the Classified professionals in:</p> <ul style="list-style-type: none"> <li>• Personal and professional development opportunities</li> <li>• Leadership and educational opportunities within the classified community.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety conditions of employment, including District-initiated disability leaves.</li> <li>• Procedures to be used for the evaluation of classified employees.</li> <li>• Procedures for processing grievances and disciplinary actions.</li> </ul> <p>Promotes the well-being and rights of member classified professionals by:</p> <ul style="list-style-type: none"> <li>• Representing classified employee unit members on matters related to working conditions</li> <li>• Serving as a communication link within its membership and to the district on bargaining issues</li> <li>• Selecting representatives from its membership to serve on appropriate negotiations, and District Committees that directly relate to collective bargaining.</li> <li>• Communicating union rights and responsibilities to its members.</li> </ul>
Joint Responsibility	The presidents of both the Association and Senate (or their designee) will meet regularly to discuss issues and mutual goals, and maintain an ongoing collaborative working relationship to best serve the classified professionals.	

Chart indicates the organization who will appoint classified to committees.

*\*In the event there is unequal representation, the organization with the (+) will have the additional seat.*

	<b>Classified Union (CSEA Ch 725)</b>	<b>Classified Senate</b>
Classified Staffing Committee	YES	NO
Safety Committee	YES	NO
Health and Welfare Benefits	YES	NO
Classified Development Committee	YES	NO
Research and Negotiations Committee	YES	NO
College Planning Team	NO	YES
Technology Committee	NO	YES
Inclusive Excellence Committee	NO	YES
Accreditation Committee	NO	YES
Enrollment Mgt. Committee	NO	YES
College Policy Council	Equal Number of Appointments From Both	Equal Number of Appointments From Both (+)
Pac-B (equal numbers)	Equal Number of Appointments From Both (+)	Equal Number of Appointments From Both
Facilities Master Plan Committee	Equal Number of Appointments From Both (+)	Equal Number of Appointments From Both
COVID-19 Councils/Taskforces	Equal Number of Appointments From Both (+)	Equal Number of Appointments From Both